



St Mary's School Colchester

KS1 or KS2 Teacher

Job Description

Post:	Class Teacher
Hours:	Maternity leave cover, term time
Salary:	To be confirmed
Responsible to:	Principal, through the Director of Lower School
Benefits:	Pleasant working location and grounds Lunch available during term-time Staff discount for School fees (subject to qualifying criteria) Use of School Fitness Suite and Gym discount scheme

General Provisions

The particular duties assigned to this post are set out below. These may be reviewed and amended in consultation with the post holder in the light of any changes in the requirements and priorities within the school. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed.

Main Duties

- undertake a maternity leave cover teaching commitment with a class, teaching all National Curriculum subjects, RE and verbal reasoning, in accordance with the school's teaching and learning policy, curriculum policies, curriculum framework and schemes of work.
- prepare and submit teaching and learning plans in accordance with the school's curriculum policies and the planning, assessment, recording and reporting policy.
- assess the work of all children in the class and to maintain records in accordance with the school's planning, assessment, recording and reporting policy including the use of pupil progress analysis.
- write a report in line with school policy.
- be responsible for the pastoral care of the children in the class.
- supervise the work of any in-class support assistants.
- participate in open afternoons, parent evenings and other functions of a similar nature as deemed necessary by the Principal.
- attend and participate in staff meetings, professional development meetings and professional development days, following up such professional development sessions with the implementation of the strategies and systems proposed by the school.
- promote the values of the school and play a full part in the implementation of school policies.

- keep yourself up to date in modern teaching and learning research and the implementation of such work.
- carry out playground duties as required.
- assist in the provision of cover for staff absences.

Additional Duties

General

- foster good relationships with all persons who have an interest and involvement in the school including non-teaching staff, governors, parents and all visitors to the school.
- understand the importance of customer service with parents.
- undertake such reasonable duties as may be required from time to time by the Director of Lower School/Principal.